



EXAMINATION OPEN TO THE PUBLIC

ASSISTANT RATE SPECIALIST

ANNUAL \$56,932
SALARY: \$72,125

SALARY
GROUP: AR 20

APPLICATION CLOSING
DATE: DECEMBER 30, 2014

EXAM
NO: 141690OCMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection and the Office of Consumer Counsel, this class is accountable for receiving training in analysis and research of electric, gas, water, telephone and cable television companies for the purpose of verifying rate structures in accordance with revenue allowed and improving rate design.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 30, 2014**.

GENERAL EXPERIENCE: Five years of professional experience in electric, gas, water, telecommunications or cable television regulatory matters.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of economic, financial and statistical methodologies used in analyzing rate structure; some knowledge of principles and practices of rate structure design; interpersonal skills; oral and written communication skills; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Assistant Rate Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Assistant Rate Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in rate design. Include any experience performing studies and analyses of utility companies. Be specific in describing any experience you have studying and recommending methods of providing services associated with cost based rates. **(2)** Experience in analyzing rate structures. Include any experience performing economic analysis in the area of rate structure and its impact on consumers. Indicate your experience reviewing, analyzing and evaluating individual customer billing, ensuring that the customer utility bills and rates being charged by their utility are being applied correctly. Also indicate your experience calculating and explaining the various charges that appear on customer bills. Be specific in describing what you actually did and your level of responsibility in this area. **(3)** Experience reviewing and analyzing data regarding cost, demand characteristics and rates of companies for trend analysis, econometric analysis and special studies. Detail your experience in econometric analysis and studies associated with rate structure and allocated cost of service. **(4)** Experience communicating verbally and in writing. Describe the types, content, format and/or make up of the records, summaries, correspondence and/or reports you have written concerning rate studies and/or issues. Detail your experience with others which you feel demonstrate your interpersonal and oral communication skills. Describe your experience providing customer service regarding public utilities issues. Also describe your experience providing technical assistance to others and the nature and purpose of this assistance. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by DECEMBER 30, 2014. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** Examination scores will be mailed by FEBRUARY 18, 2015. **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.